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I built an AI back office.

How I connected Google Workspace, Gemini, AI agents, and an executive dashboard to run a startup.

THE PROBLEM

A whole company still needs an office

1

founder

Sales & Customers	People
Marketing	Executive
Fundraising	Legal
Finance	Governance
Products & Engineering	Knowledge
Operations	Resources

The work was scattered across inboxes, files, spreadsheets and project threads.

THE SYSTEM

Four layers connect the office

SEE & DECIDE	**The executive view**	**Google Sites + Looker Studio** Decisions, activity, costs and delivery in one place
COORDINATE	**Charlie**	**Chief-of-staff review and reconciliation** Context, priorities, commitments and founder attention
DO THE WORK	**Department workflows**	**Gemini, Workspace Studio and Apps Script** Specialized tasks, scheduled work and record updates
KEEP THE RECORD	**Google Workspace**	**Gmail, Drive, Docs, Sheets and Calendar** Original sources, working context and durable records

Charlie runs outside Google Workspace. Each source system keeps its own records.

Specialized work. Shared records.

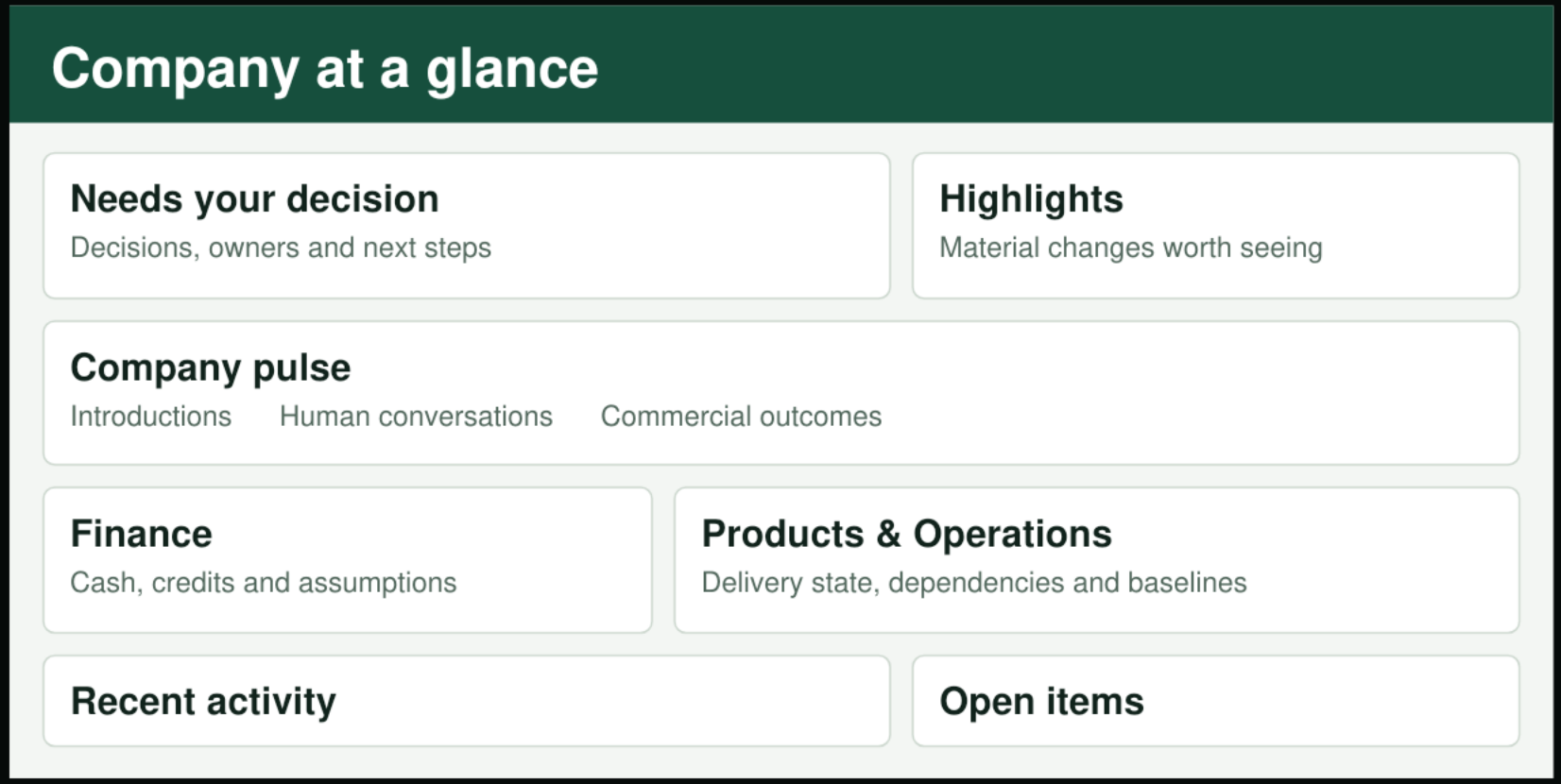
WORKSTREAM	WORKFLOWS AND WORKING CONTEXT
Sales & Customers	Lead & Qualify, Send, Reconcile. Relationship history.
Finance	Costs, cash, credits and planning assumptions.
Products & Engineering	Product state, dependencies, handoffs and delivery evidence.
Fundraising & Marketing	Relationships, events, commitments and content.
Executive & Operations	Decisions, owners, open items and follow-through.

Shared context: People, Legal, Governance, Knowledge and Resources.

Automation depth varies by department.

THE EXECUTIVE DASHBOARD

Company at a glance



What needs me?

Decisions and ownership

What changed?

Activity, delivery and costs

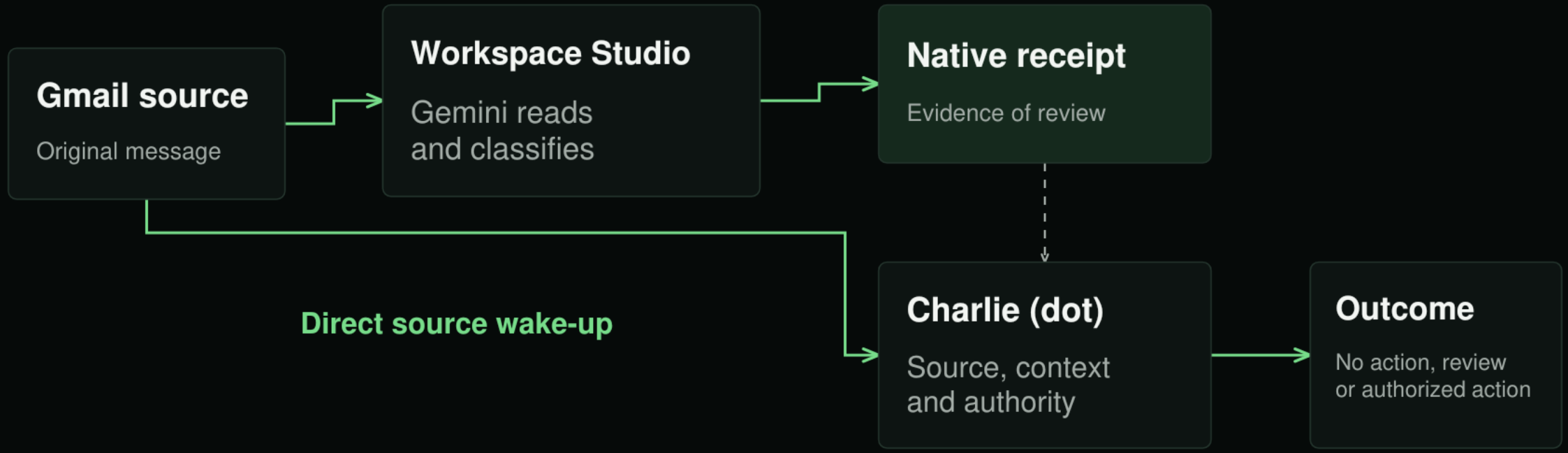
Can I trust it?

Freshness and source evidence

Layout schematic from captured builds. Private operating values and identities omitted.

ONE WORKFLOW

One intake path inside the office



Recorded example: an absence reply is reviewed without a human follow-up.

GOVERNANCE

Five questions before an agent acts

01 What is the original source?

02 Who is it, and what is the context?

03 Was this already handled?

04 What exactly is authorized?

05 What outcome can we verify?

Evidence explains what happened.

Authority explains what may happen.

Permission comes from the owner and the workflow’s rules.

THE BUILD TODAY

What the build can honestly claim

BUILT

Portal, records and workflow roles

Department navigation
Executive reporting
Source-linked work

DEMONSTRATED

Bounded review and controlled tests

Natural inbox reviews
A supervised fictional exchange
Identity checks

IN PROGRESS

Broader unattended operation

Sending and runtime repairs
Department acceptance
Refresh and reconciliation

Evidence window: 2–10 October 2026. Runtime acceptance remains specific to each tested workflow.

TAKE IT WITH YOU

A workflow contract you can copy

For [workflow], read [source records].
Check identity, context and prior handling.
Act within [approved scope].
Record and verify the result in [system of record].
Escalate missing authority or uncertain effects.
Report what changed, with evidence.

Give every workflow a record and a place in the company view.

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